कर्मचारी भविष्य निधि संगठन

Employees Provident Fund Organisation

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA)

मुख्य कार्यालय/**Head Office**

प्लेट ए , ग्राउंडफ्लोर, ब्लॉक-॥, ईस्ट किदवई नगर, नई दिल्ली-110023

Plate A, Ground Floor, Block II, East Kidwai Nagar, New Delhi-110023

Website: www.epfindia.gov.in, www.epfindia.nic.in

No: WSU/ErroneousLinkingofUAN/E-838432/2024-25/ 10

Date: 17/Jan/2025

To

All ACC HQ's Zones
Addl. CPFC (Zones),
All RPFCs/OICs (Field Offices)

Sub: De-Linking of erroneously linked Member Ids from UAN - reg.

Madam/Sir,

In order to empower the members to delink any erroneous Member Id in their UAN which had been linked without their knowledge, it has been decided to provide a facility to the members to De-Link such wrongly linked MIDs from their UAN. A detailed User Manual for such facility is enclosed herewith for guidance of the members about the process of delinking.

This facility may be widely publicized to all the employers and members in your respective jurisdictions for making use of the same judiciously.

[This has the approval of CPFC]

Yours sincerely,

G. R. Suchindranath
Addl. CPFC (WSU)

2816210/2025/WSU-I

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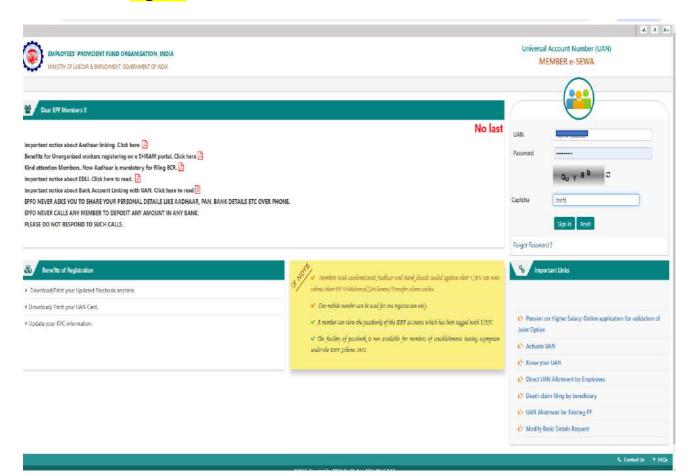## User Manual for Delinking of Member IDs

➢ **Introduction**

This guide provides step-by-step instructions for members to delink their wrongly linked Member IDs via the unified portal. Follow the instructions carefully to ensure a smooth process.
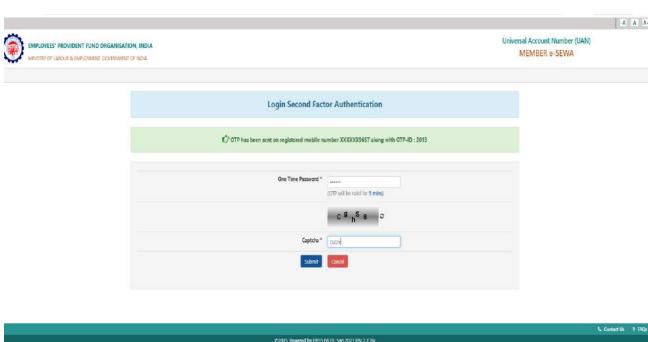
➢ **Steps to Delink Member IDs**

1. Login to the Member Interface

1. Open the Member Interface of unified portal (https://unifiedportal-mem.epfindia.gov.in/memberinterface/).
2. Enter your **UAN**, **Password**, and **Captcha**.
3. Click the **Sign in** button.

2. OTP Verification
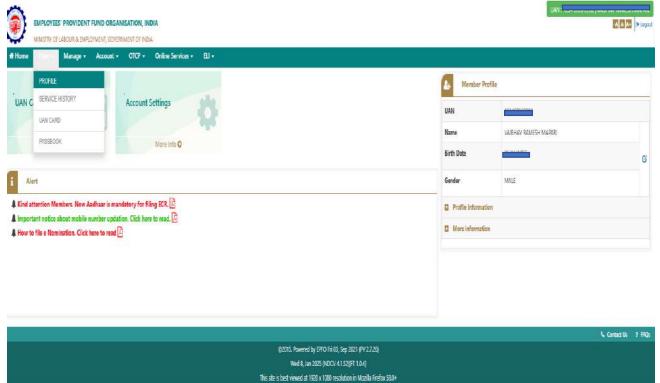
1. After signing in, an OTP will be sent to your registered mobile number.
2. Enter the OTP received on your registered mobile in the designated field.
3. Complete the captcha and click the **Submit** button.

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3. Accessing the Service History

1.   After successful login, navigate to the ==View== menu.
2.   Click on the ==Service History== sub-menu.
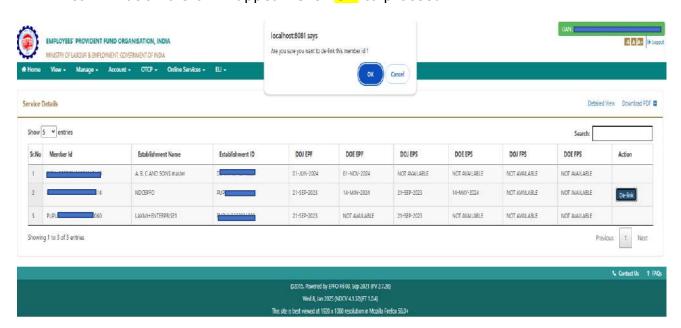
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4. Viewing Service History

1. On the Service History page, you can view all your service records.
2. To delink wrongly linked previous member ID details, click the **Delink** button next to the corresponding record.
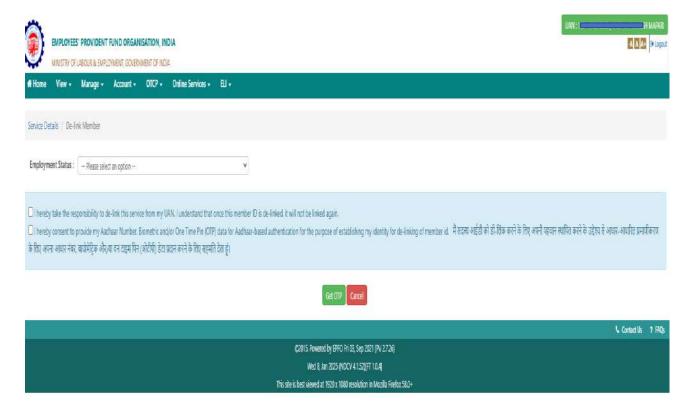

5. Confirmation Prompt

1. A confirmation alert will appear. Click **OK** to proceed.
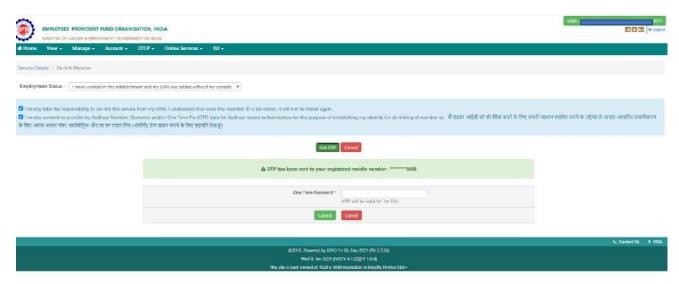
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6. Employment Status and Consent

1. The next page will prompt you to select reason for delinking.
2. Provide the required consents by checking the two boxes.
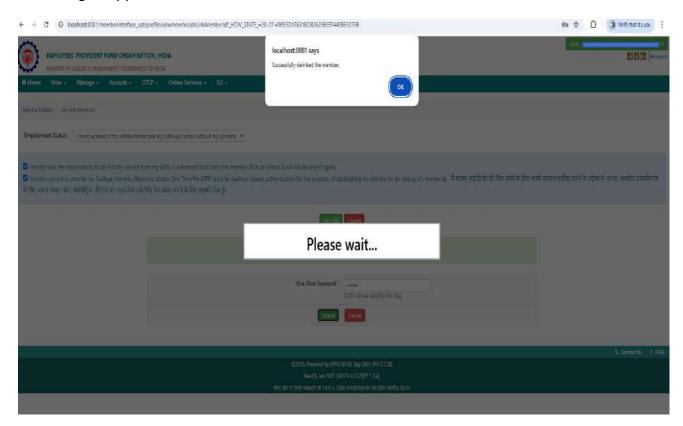3. Click the ==Get OTP== button.

7. OTP Verification for Delinking

1. An OTP will be sent to your Aadhaar-registered mobile number.
2. Enter the OTP, then click ==Submit==.
3. If the OTP is not received within 2 minutes, click the ==Resend== button to generate a new OTP.

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8. Successful Delinking

1. Upon successful verification, the Member ID will be delinked.
2. A success message will be displayed.
3. The page will redirect to your service history, where the delinked Member ID will no longer appear.

9. Error Scenario

- If an ECR (Electronic Challan-cum-Return) has been filed against the Member ID, you will receive an error message upon attempting to delink.
- After acknowledging the error message by clicking **OK**, you will be redirected to the Service History page, and delinking will not proceed.

Notes
- Ensure your Aadhaar-linked mobile number is active and accessible.
- Verify all details before initiating the delinking process to avoid errors.
- Contact support if you face repeated issues or errors during the process.